



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

June 28, 2010

Approved
8/2/2010

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Al Ballesteros	Kyle Baker	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Jeffrey Goodman		Glenda Pinney
Sergio Aviña	Lee Kochems		Jim Stewart
Nettie DeAugustine	Mario Pérez	PUBLIC	Craig Vincent-Jones
Whitney Engeran-Cordova	Kathy Watt		Nicole Werner
Michael Johnson	Fariba Younai	Miki Jackson	
Brad Land		Dean Page	
Angélica Palmeros			

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 6/28/2010
- 2) **Minutes:** Executive Committee Meeting, 6/1/2010
- 3) **Table:** July 2010 Projects/Tasks, 6/28/2010
- 4) **Table/List:** Los Angeles County Commission on HIV, Ryan White Part A – FY 2010 Budget Year, Planning Council Support and Operational Budget, March 1, 2010 through February 28, 2011, 6/28/2010
- 5) **List:** Planning Council Activities, 6/28/2010
- 6) **Memorandum:** Medical Outpatient Provider Survey for Evaluation of Service Effectiveness (ESE), 6/28/2010
- 7) **Memorandum:** Oral Health Provider Survey for Evaluation of Service Effectiveness (ESE), 6/28/2010
- 8) **Table:** Commission Publication Topics, 6/15/2010
- 9) **Brief:** Health Care Reform: Coverage for the Uninsured, 6/25/2010
- 10) **Policy/Procedure:** Commission Representation at Conferences, Meetings and Other Sanctioned Events, 6/21/2010 (*DRAFT*)
- 11) **Form:** Application for Unaffiliated Consumer Participation in Conferences, Meetings and Other Sanctioned Events, 6/17/2010
- 12) **Agenda:** Commission on HIV, 7/8/2010

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 6/1/2010 Executive Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** There was no report.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

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8. CO-CHAIRS' REPORT:

- A. **Succession Planning:** Succession Planning Work Group will meet at Cedars-Sinai, Tuesday, 6/29/2010, 5:30 pm.
- B. **Committee Workplans:** Committees will update plans for presentation at the August Executive Committee meeting.

9. EXECUTIVE DIRECTOR'S REPORT:

- A. **Commission Operational Budget FY 2010:** Mr. Vincent-Jones presented the six-section budget as follows, its narrative, the HIV Epidemiology Program contractual budget for LACHNA, and the Commission's organizational chart:

- I. **Personnel:** Net salaries and benefits represent almost half the budget.

- II. **Travel:**

- **Local Travel:** Expense is reimbursement of mileage for consumer Commissioners. This is one of the few areas where the Commission can assist consumers and has been encouraged to do so. Funding has been increased to meet past levels of expenditures.
 - **Out-of-Town Travel:** Support for one or two trips for the All Grantees meeting. There is also limited access to Executive Office (EO) Net County Cost funds for such travel at EO discretion.

- III. **Supplies:** Office Supplies: This expense remains fairly constant from year to year.

- IV. **Other Operating Expenses:**

- **Equipment Rental/Lease:** All electronic equipment except for computers is leased. Copier duplication is included.
 - **Equipment Maintenance:** This expense was zeroed out as maintenance is covered by contracts.
 - **Printing and Duplication:** The \$2,000 Planning Council (PC) expense is for special needs such as banners/posters for All Grantees. \$36,000 from Quality and Productivity Commission (Q&P) grant for finishing standards publication.
 - **Office Space Rental:** Three-year lease at approximately \$2.08 per square foot. Smaller space has been considered in the past, but County space was not available, and the cost of a move (e.g., furnishings) would not make it cost-effective anyway. Commissioners/consumers may use office and half could be subleased if there were an interested party.
 - **Furniture:** About \$500 was used to replace a burned kitchen countertop, but the other \$500 is for any other emergency.
 - **Parking:** Validation costs \$10,000 per year and is key for consumer and stakeholder access to Commission activities. The \$2,000 supplements existing tickets.
 - **Meeting Room Rental:** This includes monthly meetings and events such as hearings. Most event space is free, but the 2010 Annual Meeting will be at the Radisson Wilshire Plaza Hotel and should cost no more than last year's catering did.
 - **Telecommunications:** This \$500 is for any extra expense; the sole expense in five years was \$100.
 - **Information Technology Equipment:** No expense is expected this year.
 - **Mediation/Arbitration Services:** In the past, funds were reserved for this purpose, but budget reductions have eliminated the costs item. The grievance item has never been used, but is a reminder of potential liability.
 - **Audio-Visual Support:** \$17,000 is for the Commission's meetings and services such as hearings covered by Rainbow Sound. For contracting simplicity, the PO includes \$13,000 for the Prevention Planning Committee (PPC) under OAPP Share-of-Costs. The Commission may invoice OAPP if it ever needed access to those funds, since they are from the same source.

- V. **Contractual:**

- **Data Collection/Analysis:** HIV Epidemiology Program's DSO to conduct LACHNA represents and annual cost of \$120,000; the lower \$102,000 item represents eight months of work at the current rate for LACHNA and four months billed at last year's much lower amount.
 - **Benefits Consulting:** This line item represents Julie Cross's PO and associated expenses such as forums. It is shared half-and-half with OAPP. Last year the PC portion was two-thirds, but her work with OAPP has increased.
 - **Public Awareness:** This has been zeroed out as there is insufficient funding to address it this year.
 - **Continuum of Care/Standards:** This \$20,000 item primarily supports Kathleen Clannon and Phil Meyer to revise remaining Standards of Care and eventual routine update, along with the completion of remaining Special Population Guidelines.
 - **Copy-Editing:** Q&P has funded this item as part of the Standards of Care publication project.
 - **Graphics Design:** \$31,370 is Q&P-funded for standards publication; \$3,000 is allocated for miscellaneous projects.

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- Translation/Interpreting: \$11,431 is funded by the Q&P for translation of certain standards of care documents. The other \$6,000 is the usual annual expense for either translation of written documents, such as briefs into Spanish or meeting interpretation services
- Website Design/Development: The Commission's website development was paid through a County IT grant. This \$15,000 is to develop on-line training modules as a component of the Comprehensive Training Program.
- Commissioner Reimbursement: This \$2,500 is for HRSA-allowed items beyond mileage such as child care.
- Evaluation: The Commission is behind on Assessment of the Administrative Mechanism (AAM) work, so plans both a topical and a comprehensive AAM this year for the \$30,000. The RFP will be bid out shortly.
- Comprehensive Training/Orientation: No funds are allocated as the Operations Committee has assumed the work.
- Parliamentarian: The \$15,000 fee has remained stable for years.

VI. **Indirect**: The EO charges a 15% indirect cost of \$161,417 against the Commission's budget subtotal of \$976,113. Indirect includes payroll, human resources and other assistance such as with County Counsel. Some Commissions pay as much as 40%.

- Mr. Vincent-Jones presented the Budget to the Commission Co-Chairs who approved it to go to the EO which needed it for internal budgeting. It was also sent to Mr. Pérez, Michael Green and David Young, OAPP a week prior to the Executive Committee meeting.
- The \$1,137,530 total represents 3% of the Ryan White award as agreed with OAPP. Previously the share was 4%, but Mr. Vincent-Jones agreed with OAPP that 3% was acceptable in light of the staff reductions.

MOTION #3: Ratify the Commission FY 2010 Operational Budget, as presented (*Passed by Consensus*).

B. Memorandum of Understanding:

- Mr. Vincent-Jones noted further discussions with OAPP. He is completing revisions to the OAPP version. The draft would go to the MOU Work Group later in the day.
- ➡ The draft will go to the Work Group 6/28/2010; it will complete review by 7/2/2010 and the new draft version will be forwarded to OAPP.

C. Commission Work Priorities:

- Mr. Vincent-Jones presented the revised monthly table. Completed work is tracked on the back of the sheet.
- The consumer application for conference attendance was not identified as a priority. It had to be done to assure a more transparent attendee selection process for the August 2010 All Grantees meeting. Its Policy/Procedure will go to the Commission for public comment. He added that this task exemplifies how some projects needs may arise outside of identified priorities during the month.
- A second such project is the article publication plan, mostly pertaining to Standards of Care, requested by Dr. Younai. While not previously identified as a priority, the plan will help ensure such work remains on schedule.
 - Office: Parliamentarian RFP and Benefits Consultant Sole Source PO, 6/30/2010; Immigration Brief, two-thirds drafted for Judith Marty, Atty., review, 7/31/2010; assignment system upgrade/reorganize for fewer staff, low priority not yet addressed; database development, backburner due to time/funding; website development, 9/30/2010;
 - Executive Committee: Commission Workplan, 7/8/2010; Management Appraisal Performance Plan (MAPP) draft done and forwarded to Co-Chairs, 7/15/2010; Succession plan, Mr. Vincent-Jones and Work Group, 8/31/2010; Annual Meeting planning, discuss topic at next Executive Committee, 10/14/2010;
 - JPP Committee: Federal legislative positions, docket and CEO/IGR recommendations, items deleted until 2011 because the window of opportunity for real impact had been missed; surveillance letter to OA was drafted, but no longer needed because there is pending legislation that will address the issues; Public Policy Roles and Responsibilities, mostly drafted, 7/31/2010; Adult Film Industry Hearing, venue search, Mr. Vincent-Jones and Ms. Werner, 9/15/2010;
 - P&P Committee: FY 2011 Allocations, going to Commission for approval, 7/8/2010; All Grantees workshops/posters, 7/31/2010; Data Summit, started, 8/31/2010; Nutrition Support and Hospice studies, starting soon, 12/31/2010;
 - Operations Committee: Commission Orientation, 9/30/2010; Training/educational materials plan, started, 7/15/2010; AAM RFP, 7/31/2010; Community mobilization plan, 8/30/2010; Revised scoring sheets, 7/16/2010; Introduction letter to foundations, backburner; Procurement reform work group, work group meeting 6/28/2010, 7/31/2010;
 - SOC Committee: Edit/incorporate standards revisions, about half done, July; Special Population Guidelines, five for edit/review, 8/12/2010; Residential Standards of Care (SOC), Phil Meyer, July; CM, Housing SOC, coordinate with

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Carlos Vega-Matos, July; Grievance Policies and Procedures to SOC, 7/3/2010, then approval by Board and HRSA; Continuum of Care finalization, 6/30/2010; All Grantees and USCA posters/workshops, 7/31/2010;

- Consumer Caucus: Grantee Roundtables, pending OAPP dates, 12/31/2010; Latino Consumer Caucus, 10/31/2010.

- In response to Mr. Engeran-Cordova's question, Mr. Vincent-Jones indicated that Julie Cross' PO could be extended, and she had not even yet expended the Commission's portion of the PO. Previously, there had been a cumulative cap of \$99,000 after which contracts were required. The State revised the law to address current practice. The County is rolling out the change to a \$99,000 annual cap. It will be in effect at the EO as of 7/1/2010.
- There was discussion on JPP review of briefs prior to finalization. Mr. Vincent-Jones acknowledged that Commissioner involvement was welcome when materials are being drafted, but committees are public meetings so presentation at them constitutes release—which is not always desirable when a document is still in its draft form. Mr. Engeran-Cordova and Mr. Baker felt JPP input appropriate as Committee of jurisdiction.
- Mr. Vincent-Jones said the Immigration Brief is programmatic, not policy, to educate consumers and providers on residency via human rights rules/regulations. He noted that he had discussed it regularly at meetings during its development, and no committee until now had asserted jurisdiction. Mr. Engeran-Cordova felt, as immigration is a highly politicized issue, anything on the subject should have JPP review. Mr. Stewart suggested developing a policy that addressed the draft nature of documents being presented at public meetings.
- Mr. Land reported OAPP has requested moving the Priority- and Allocation-Setting (P-and-A) process three months earlier, which would mean that allocations were done approximately 15 months in advance. That would require P&P to start FY 12 P-and-A immediately after concluding FY 11 P-and-A, shift the Commission schedule and would be a significant imposition on staff.
- Mr. Vincent-Jones noted P-and-A more than a year in advance means that data from the prior two years would not be available and could harm or undermine the validity of the data and planning decisions. P&P also has done P-and-A continuously since 2008, he noted, and needs to attend to other business.
- He said the Procurement Reform Work Group effort should be urgent if, as OAPP asserts, the process is that long. Mr. Johnson indicated that he just completed a \$45 million solicitation for 81 clinics for the Department of Health Services, so he could not understand how 18 months was required of OAPP.
- ➡ An Immigration Brief Work Group will be identified at the JPP Committee to review the Immigration Brief after attorney review and prior to public release. Mr. Aviña will participate in the Work Group.
- ➡ Refer to JPP Committee coordination of legislative lobbying with cities that support such activities, e.g. Long Beach.
- ➡ Mr. Vincent-Jones will request an update on the issues raised at previous Grantee Roundtables.
- ➡ The Executive Committee agreed to maintain a 12-month P-and-A process.
- ➡ Ms. Bailey and Mr. Braswell, Co-Chairs, either Ms. DeAugustine or Mr. Johnson, Operations Co-Chairs, and Mr. Vincent-Jones will hold a conference call to review high priorities and ensure appropriate time is available for work.

- D. **FY 2009 Commission Annual Progress Report:** A HRSA Condition of Award requires Annual Progress Reports from the Administrative Agency and the Planning Council, including accomplishments and challenges. The Commission's report notes State budget challenges.

E. **2010 RW All Grantees Conference:**

- Mr. Vincent-Jones said the All Grantees bi-annual conference for Part A through F grantees would be 8/23 – 26/2010.
- The Commission has submitted nine abstracts with four accepted to date. OAPP is funding two attendee spaces and the Commission one, possibly two. Attendees to date are: Ms. Bailey, to attend related LINC meetings; Dr. Younai, as eight abstracts pertain to Standards of Care; a consumer to be selected through the new application process; and Mr. Vincent-Jones.

10. **OAPP REPORT:** There was no report.

11. **HIV EPIDEMIOLOGY REPORT:** There was no report.

12. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:** There was no report.

13. **CONSUMER CAUCUS REPORT:** There was no report.

14. **STANDING COMMITTEE REPORTS:**

A. **Priorities and Planning (P&P):**

1. **FY 2011 P-and-A:**

- Allocation recommendations will go to the July Commission meeting for approval. Few appeals are anticipated as system stability was a key goal after the economic upheavals, so changes were minimal.
- Case Management, Medical and Psychosocial have been combined into Medical Care Coordination (MCC) to emphasize the transition to MCC in FY 2011. OAPP will continue to fund the prior categories until the changeover.
- The final aspect of the P-and-A process will be directives and process evaluation.

2. **2009 Financial Expenditures:**

- Mr. Young, OAPP, and P&P will present on final FY 2009 expenditures at the July Commission meeting.
- A modified expenditure report is being prepared for FY 2010 expenditures to improve clarity and variance tracking.

3. **2010 LACHNA:**

- The HIV Epidemiology Program has completed discussions with OAPP. Work has begun on the IRB application and sampling methodology. They are also working through the County process to hire temporary survey staff.
- The survey will be modified, but maintain long-term trend analysis. Use of laptops will speed survey completion.

B. **Standards of Care (SOC):**

1. **Standards of Care:** Mr. Vincent-Jones continues editing work.

2. **ESE: Provider Surveys:**

- Draft surveys were in the June Commission packet. Comments from the HIV Epidemiology Program and others have been incorporated, and final versions will be presented at the July Commission meeting.
- The surveys will be ready for distribution after receipt of the OAPP cover letter and provider address information.
- If surveys go out 6/28/2010, provider deadlines will be 7/16/2010 for Oral Health and 7/23/2010 for the longer Medical Outpatient survey. Deadlines will be moved back one day for each day distribution is delayed.

3. **Special Population Guidelines:**

- Five have been drafted by Mr. Meyer. Mr. Vincent-Jones will edit them for the various Work Groups.
- ➡ Mr. Vincent-Jones will forward the guidelines and glossary to the Latino Task Force for a one-month review.

4. **Standards of Care Policy & Procedures:** This will go to the July Commission for approval. No comments had been received to date.

5. **Article Publication Plan:** The plan of articles to develop on Commission work was in the packet.

C. **Joint Public Policy (JPP):**

1. **Health Reform:** The draft brief will go to JPP for review.

2. **State Budget 2010/2011:** There was no additional information.

3. **Surveillance:**

- Mr. Baker, Ms. DeAugustine and Dr. Douglas Frye are collaborating on language in the surveillance legislation, AB 2541.
- Mr. Baker said there was a symbolic Democratic effort to restore State funding of various services. It is not realistic to expect restoration of the \$52 million cut last year, but advocates hope the discussion will lead to some increased funding.

D. **Operations:**

1. **Membership Nominations:** Ms. Bailey, Mr. Land and Dr. Jennifer Sayles were re-nominated.

2. **Commission Representation Policy:** The policy was developed as a context for the consumer conference application, and then grew broader in context. The policy will go to the July Commission for approval.

3. **Comprehensive Training Plan:** There was no additional information.

4. **Procurement Reform:** There was no additional information.

15. **NEXT STEPS:** There was no discussion.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 12:05 pm.